



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

February 14, 2002

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-45

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: American Income Life Insurance Company (MSB/30007)
Payroll Deduction Slot

The Office of State Uniform Payroll has done a preliminary review of participation amounts for the miscellaneous vendors. In this review, we have found that American Income Life does not meet the participation requirements as set forth in the Payroll Deduction Rule. As a result, this vendor will lose their payroll deduction slot effective the first payday in July 2002.

All deductions for American Income Life must be delimited by agency payroll personnel effective 6/24/02. American Income Life wage types are as follows: 3007, 3008, 3009, 3079, 3080, 3081, 3407, 3408, 3409, 3479, 3480, and 3481. Agencies can run ZP74 (Recurring/Additional Payments/Deds Detail Report) for their personnel areas and the above listed Wage Types in order to identify their employees deductions that must be delimited. Agencies must delimit these deductions by entering 06/24/02 in the Enter Delimitation Date pop up box. Please refer to ISIS HR ON-LINE HELP for Delimit Recurring Payments for instructions.

American Income Life will send notification of this change to the employees affected by March 31, 2002. Employees will be offered the option to keep their current policy and make payments either through bank draft or invoice. As always, employees may also choose to drop the policy and/or pick up coverage through another eligible miscellaneous vendor.

If there are any questions about the notification sent from American Income Life contact Darlene Cunningham at (254) 761-6400 extension 266. If you have any other questions, contact a member of the OSUP Benefits & Financial Administration Unit at (225):

Penny Jones 342-5354
Paula Rotolo 342-5377

Angel Vernon 342-5344
Orneatha Wright 342-5357

JWC:CAS/kmb

c: Ray Harrison, Office of Group Benefits
Darlene Cunningham, American Income Life